




CPS Quick Step Guide

CPS for PowerPoint: Create a CPS Slide

CPS for PowerPoint is compatible only with Microsoft PowerPoint 2003 or 2007.

Open CPS for PowerPoint



1. **Open CPS for PowerPoint** by double-clicking the icon  on your desktop.
2. This launches PowerPoint with a CPS toolbar.




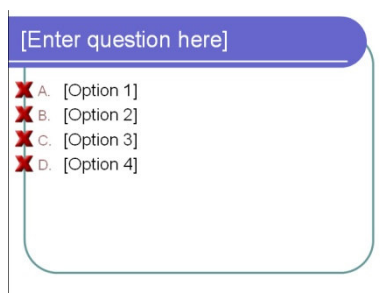
CPS Toolbar

3. Go to **File > New** to create a new PowerPoint presentation or to **File > Open** to open an existing PowerPoint presentation. (*Note: If you are making a new presentation be sure to save the file.*)
4. Typical PowerPoint slides can be created using the PowerPoint software to add new slides, change slide layouts, format slide designs, and add animation.

Create a CPS Slide

To insert a slide into a presentation that will allow participants to respond using their CPS response pads follow these steps:

1. Click the **Insert Question** button  on the CPS toolbar.
2. **Select a question template** from the drop-down menu.
3. A CPS slide appears in your presentation.





CPS Slide

4. **Type your question** in the "Enter question here" text box.
5. **Type your answer choices** in the "Options" text boxes.



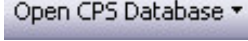


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6. Click the red X symbol  next to the answer choice you would like to mark as correct, so that the symbol changes to a green check .
7. Continue creating either typical PowerPoint slides or CPS Questions slides until you finish your presentation.
8. **Save** your changes.

Open CPS Database

A CPS database is a file with a file extension of .cps. This file is where you save your class information and student performance data for sessions already administered. You must have a CPS database open to engage CPS slides during a presentation.

1. Click the **Open CPS Database** button  on the CPS toolbar and choose **Open Database**. The Open CPS File window appears.
2. Navigate your computer to **select the database** you created in module one from the location where it is saved.
3. Click **Open**.





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Engage CPS for PowerPoint


1. Go to **Slide Show > View Show** to engage the PowerPoint presentation.
2. Choose from the **Session Options** and click **OK**.

Session Options Window

3. The CPS Engage toolbar appears with your presentation on the bottom of the screen.



Engage Toolbar

- **Engage:** This button only appears on CPS slides and is used to engage CPS response pads.
 - **Verbal:** Choose from a drop-down menu of question types to ask questions on-the-fly and record performance data.
 - **Chalkboard:** Upload and draw images while delivering on-the-fly questions.
 - **Options:** Opens the Delivery Options window to select options.
 - **Class:** Randomly select a student from your active class list or take attendance.
 - **Charting window:** View performance data in a chart.
 - **Close:** End the delivery session and return to the CPS for PowerPoint window.
4. Deliver your presentation as you normally would.
 5. When you reach a CPS slide, click the **Engage** button  on the Engage toolbar. The Feedback Grid appears.



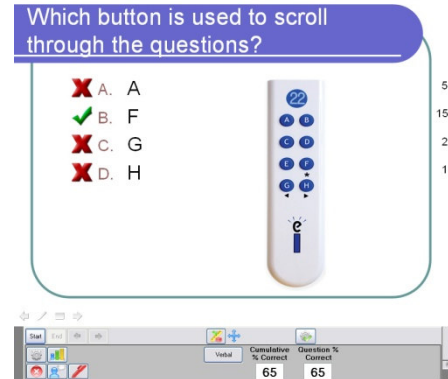


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6. Click **Start** to begin the response cycle. When students respond their respective boxes will flash blue when a student answers for the first time, green when an answer is verified, and yellow to show an answer has changed.

7. Click **End** to end the response cycle.

- The **correct answer** is indicated by the green check mark.
- The **answer distribution** is displayed to the right of each answer choice.
- The **cumulative percent correct** and **question percent correct** are displayed at the bottom of the screen.



8. Click **Close**  to return to your presentation.

9. **Verbal** and **Chalkboard** questions can also be used throughout your PowerPoint presentation using the buttons on the Engage toolbar. (See module two for additional information on this delivery mode.)

